

Active “Action” Verbs |

Verbs have an *active* or *passive* voice. Active voice: The manager approved the promotion.

Passive voice: The promotion was approved by the manager. Subjects in sentences with an active voice are do-ers. Subjects in sentences with a passive voice are sleepers, not keepers.

If you use sentences with the passive voice, not only will the grammar checker on your computer show squiggly, green lines, but also your writing will have less sparkle. When possible, write sentences with do-ers, not sleepers.

Avoid passive, stagnant verbs – *Is, am, are, was, were, be, being, been, had, have, has, do, did, does, could, should, would* – that hide the performer of the action.

achieve	diagnose	introduce	reflect	write
allow	differ	invent	rely	wrote
analyze	direct	invest	remain	wish
announce	discuss	investigate	remind	work
appeal	distinguish	involve	report	
apply	educate	know	research	
assemble	elevate	lack	restore	
assess	engage	lead	result	
assist	ensure	learn	return	
balance	entail	maintain	require	
become	envision	make	reveal	
begin	equal	manage	review	
believe	establish	modify	sample	
belong	evaluate	motivate	search	
bring	excel	move	send	
change	exemplify	negotiate	show	
choose	exhibit	need	signal	
clarify	experiment	observe	specify	
coach	explain	occur	start	
combine	extend	offer	state	
compare	find	operate	suggest	
compose	focus	organize	support	
conclude	form	perform	survey	
connect	give	plan	synthesize	
constitute	help	portray	taught	
contain	hinders	prepare	teach	
contrast	identify	prevent	tend	
coordinate	illuminate	produce	test	
create	illustrate	prohibit	translate	
decide	implement	promote	try	
define	include	provide	understand	
demonstrate	indicate	pursue	use	
depend	inform	realize	validate	
design	inspire	receive	verify	
develop	instruct	recognize		
	intend			